

349th Contingency Hospital UTA BULLETIN

531 Waldron Street, Suite A, Travis AFB, CA 94535-2199
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Mirror Force Home Page: <http://www.travis.af.mil/pages/349a m w / c h />

1. GENERAL SCHEDULE:

A. SATURDAY, 18 March 2000

0630-0700 Sign-in & AFI 36-2903, DGMC Auditorium
0630 NSG Service Clinical Schedule (Atch 2)
0700-0715 Mini Commander's Call
0715 Mandatory Section Meetings
0800-1200 CWDT Refresher (See Atch 4)
0800-1000 HIV Testing (Item 16A)
0800 Physical Examinations (Item 8)
1100-1300 Lunch Period - (1 hour only)
1300-1500 HIV Testing (Item 16A)
1400 Executive Management Meeting (Item 3B)
1600 Sign-out, Bldg. 239

SUNDAY, 19 March 2000

0630-0700 Sign-in, DGMC Auditorium
0700 Commander's Call, DGMC Auditorium
800-1000 HIV Testing (Item 16A)
800 NBCMDT (See Atch 4) Bldg 239
1100 Internal Customer Satisfaction Mtg (Unit Conference Room) Bldg 239
1100-1300 Lunch (1-hour only)
1330 CE, Room 118, Bldg 228 (OJT Sup)
1430 UTA Outbrief, Bldg 239, Conference Rm.
1600 Sign-out, Bldg. 239
1630 All UTA Bulletin Input Items Due (Item 10D)

B. ORDER OF PRIORITIES: In the event that personnel are scheduled for multiple appointments or training classes in same time period, the following listed priority will be followed to complete the requirements.

- 1)Mandatory Drug Testing
- 2)Physical Examinations Requirements
- 3)End of Course Testing
- 4)Med Read Trng (CPR, Chem Warfare, NBC, etc.)
- 5)Internal/Self Inspection
- 6)Mandatory Inservice Classes
- 7)Briefing for Orientation
- 8)Committee Meeting Obligations

You are required to notify the OPR for other scheduled appointments if you are unable to attend due to a higher priority requirement.

2. THE NEXT THREE MONTHS' SCHEDULED UTAs
ARE: 15-16 APR 00; 20-21 MAY 00; 24-25 JUN 00

3. COMMANDER'S CORNER:

A. COMMANDER'S INFORMATIONAL MEETING: Attention all personnel - A "mini" commander's call is conducted each Sat from 0700-0715 immediately after sign-in. The purpose is to disseminate important information for the UTA that cannot wait until normal commander's call. All personnel are encouraged to attend if it does not conflict with other duties. **NOTE:** Nursing Service personnel will receive information from meeting through Team Leaders.

B. Executive Management Meeting- 1400, Sat, 18 Mar 00, 349CH conference room, Bldg 239.

C. **BOSS LIFT:** The National ESGR (Employer Support of the Guard and Reserve) is sponsoring a Boss Lift, March 22-24, which will be going to Nellis AFB from Travis. For further information please contact CMSGT Laigo. OPR: COL RICHARDSON

4. MEDICAL SQUADRON SECTION COMMANDER:

A. **ALL SUPERVISORS:** Please give the orderly room personnel the status of your absent members before 0900 on both Saturday and Sunday of the UTA. If you are uncertain as to why they are absent, contact them (or delegate someone to contact them).

B. **MEMBERS:** If you are absent from a UTA on a last minute (or emergency) basis, call in to your supervisor and let them know your status. If you requested a reschedule/excused absence for the UTA, check for final approval with your supervisors: "Requesting" does not equal "Approval". Only the Commander can **approve** reschedules/excusals. Most importantly, a reschedule/excusal does not excuse you from your responsibility in mandatory programs (CDC turn-ins, etc.).

C. **TRAINING/APPOINTMENT NOTE:** If you have a conflict, check the order of priorities, but also notify the OPRs of the programs that you are in conflict with. They must be informed as to why you are not attending their scheduled training. Thank you for your consideration-they are all working hard on your behalf.

OPR: CAPT PANGELINAN

5. FIRST SERGEANT'S NOTES:

A. **When entering the unit, use the door in the breezeway. The other door is not a public entrance.**

B. AFI 36-2903 Dress and Appearance: Officers and Senior NCOs will wear the board instead of the metal insignia on the sweater.

C. Wear of the BDUs' must be presentable. Blousing is a must. **Pull ties or tucking into boots is no longer acceptable.**

D. ID cards: **This is a mandatory item to be carried at all times while in uniform.** You never know when you'll be asked to show it.

E. FYI: 16 APR 00 Enlisted recognition Luncheon
13 MAY 00 Enlisted Dining Out
See the 1st Sgt for specifics.

F. Problems with your employer? Contact ESGR – Employer Support of Guard/Reserves 1-800-336-4590

G. For those of you inclined to broaden your horizons and are diligently working on those CCAF degrees or higher. Here is a deal for you. Log on to
www.free-ed.net/catalog.htm.

This site contains all the courseware you need to CLEP your way right through CCAF, and it's free.

OPR: CMSGT SALTIVAN

6. UNITED STATES AIR FORCE CORE VALUES

While unpacking from our move, I came across a little book measuring 4-1/4 by 5-3/4 inches, blue in color, titled United States Air Force Core Values. It is dated 1 January 1997. As with most information, I figured it must have been rescinded, superseded and/or updated, but leafing through it I found a website. So I logged on and guess what? Core Values have not gone by the wayside as some other programs have. They are alive and well. Can you state what they are?

***Integrity first
Service before self
Excellence in all we do***

Check out the website, there is a lot of good stuff there: <http://www.usafa.af.mil/core-value/>. Or if you want to read about them come by my office and borrow my "Little Blue Book". The following is the forward in the "Little Blue Book" (not to be confused with the Bear in the Big Blue House).

"Whoever you are and wherever you fit on the Air Force team, this is your basic guide to the Air Force Core Values.

The Core Values exist for all members of the Air Force Family—officer, enlisted, and civilian; active, reserve and retired; senior, junior, and middle management; civil servants; uniformed personnel; and contractors. They are for all of us to read, to understand, to live by, and to cherish.

The Core Values are much more than minimum standards. They remind us what it takes to get the mission done. They inspire us to do our very best at all times. They are the common bonds among all comrades in arms, and they are the glue that unifies the force and ties us to the great warriors and public servants of the past.

Integrity first, Service before self, and Excellence in all we do. These are the Air Force Core Values. Study them . . . understand them . . . follow them . . . and encourage others to do the same."

OPR: MSGT MALONE

(NOTE: I know this is a repeat, but it is worth repeating.)

7. CAREER ADVISOR NOTES:

If you have any questions, problems or concerns about your career, see me. I am available for counseling to discuss anything that is on your mind - civilian or military. Your career is my concern. When you are happy, I am happy, so do not hesitate to come and see me. I am located in Bldg. 239, RM 105, telephone number is 424-6475 on UTA weekends. OPR: TSGT STANSBURY

8. PHYSICAL EXAMINATIONS

If scheduled for a physical examination, dental examination or follow-up procedures you will receive a notification letter in the mail. Follow instructions on the letter. Report to DGMC, Physical Examination Section at 0800 Saturday. Remove contact lenses 72 hours prior to physical exam. Bring your glasses to exam. Do not eat or drink, except water, after 1800 the evening before your physical. Do not consume alcohol for 72 hours prior to reporting for blood chemistry testing. Female personnel scheduled for a mammogram exam will receive notification from 349 MDS. See Atch 1 to see if you are due for physical exam. OPR: CMSGT LAIGO

9. NEWLY ASSIGNED MEMBERS:

Newcomers who have been scheduled to complete their unit orientation, check your V-file (located in the admin section in Bldg 239) for further instructions. If you have been scheduled for other appointments, or training, notify MSgt Watson at ext 4-6463 to determine priorities.

OPR: MSGT WATSON

10. ADMINISTRATIVE ISSUES:

A. Orderly Room functions are conducted during the following hours: SAT & SUN *between 0800-1600. Administrative training (whenever scheduled) will be conducted from 1000-1100 Sunday of UTA.* An administrative representative to assist you is at the Admin Section at all times. This individual is the focal point for all paperwork drop off, requests for typing or copying, etc. ***Finished products will be placed in your V-file by end of UTA or as soon as possible.*** OPR: MSGT WATSON

B. If you will be out of the area on vacation or on business for an extended period of time (5 days or more), ***complete a recall form*** to notify the Orderly Room of this temporary status. Completion of the form will assist your alerter in contacting you in the event of a recall. Form is available at sign-in, sign-out or in the Orderly Room.

C. WESTWIND LODGE RESERVATIONS:

- If you do not pre-register for the upcoming UTA and you do not call the orderly room to be added to the billeting list by 12 noon Tuesday prior to the UTA, you will be required to go to billeting and stand in line for a room. If a room is available, you will be assigned. If there are no rooms available, then you will have to make your own arrangements for lodging or commute from home.
- Pre-registration on Sunday morning for the next UTA is imperative. If you do not pre-register or if you are absent from the UTA, you must call the Orderly Room before 12 noon Tuesday of the week prior to the UTA to be added to the billeting list.
- Failure to pre-register could lead to administrative action by the commander.
- Remember that if you pre-register for Friday and Saturday and you call in to cancel Friday, **you will not be automatically registered for a room for Saturday. You will be required to go to the billeting office to register for a room Saturday afternoon. Be advised that there is a possibility that you will not be able to get a room or you might be in a room off base.**

OPR: SSGT SUBALA

D. **ITEMS FOR BULLETIN** For Official Information Only may be submitted by any section or function scheduling administrative or training activities to be accomplished during UTA. *Review the items you wish to publish before turning them in.* Place bulletin items in bin located at the admin section **NLT 1600, Sun of UTA. If items are not turned in on time OPR's will be responsible for dissemination of info. No more reminders. No info submitted means no entry in the bulletin. No exceptions.**

OPR: MSGT WATSON

E. **The Master UTA Schedule** (Atch 1) is a current listing of members assigned to unit. Note that across from your name are numbers/codes, which correspond to an item number/code in this bulletin. Refer to that item in this bulletin and you'll find which training/meeting time, and place you are required to be that day. For conflicting schedules refer to item 1B, Order of Priorities, to see which priority to follow. We cannot over emphasize the importance of reading the bulletin. Comments/suggestions on how to make the bulletin better for everyone are highly encouraged.

OPR: ADMIN STAFF

F. **LADIES:** Applications for women in "Military Service for America" (WIMSA) Memorial Foundation, Inc. are available. See MSgt Malone for specifics. If you are already a member but you need to change something, (address, etc.) there are forms available for that too.

OPR: MSGT MALONE

G. **GOVERNMENT TRAVEL CARD INFO:** We have been notified by the OSD Comptroller that GSA has granted the Department of Defense a 60-day extension (through 30 April 2000) for implementing the mandatory use of the Government Travel Card. They are continuing

plans for implementing the law and this extension will permit time for a more orderly implementation. DoD does not expect further delays in the implementation date.

They are working on guidance handling airline tickets and other issues and will have it to you soon.

OPR: MSGT MALONE

H. Looking for a change in your career??? Tired of doing the same stuff over and over again on UTAs??? Have you got some time to do an additional duty??? Here's your chance, there are a lot of Additional Duty assignments out there. Just check Attachment 5 to the bulletin and fill out an application in your friendly orderly room.

OPR: MSGT MALONE

11 MONTHLY COUNCIL MEETINGS:

A. **SGH MEMBERS:** 1000, 19 Mar 00, location TBA. Each section must send a representative. MSgt Ambrosini will be presenting a lecture on NBC at 1030 on Sunday 19 March 2000. It will be after the SGH meeting.

OPRs: COL SINGLER/MAJ ADAMS

B. **Wing Top-3 Meeting-TBA** OPR: CMSGT MADDUX

C. **Enlisted Leadership Council (TSgts and above):** 1030, Sat, 18 Mar 00 in the Dental Conference room. Please bring \$24.00 council dues. OPR: MSGT STRAIGHT

D. **Junior Enlisted Advisory Council:** 1500, Sun, 19 Mar 00 in the Dental Conference room.

OPR: SSGT CAMPBELL

E. The second meeting of the "Internal Customer Satisfaction Working Group" will be held on Sunday, 19 Mar 00 at 1100hrs in the unit conference room. The following individuals are asked to attend:

Capt Cowling	Lt Lee
CMSgt McGillivray	CMSgt Saltivan
SMSgt Fitzpatrick	MSgt Montano
MSgt Watson	TSgt Hurley
TSgt Stansbury	SSgt Campbell

We will discuss the survey results and plan our next meeting accordingly. OPR: LTCOL HATHEWAY

12. MEDICAL READINESS:

Disaster Preparedness – Check Attach 4, Disaster Preparedness Addendum to see if you have mandatory training this UTA. OPR: TSGT HURLEY

13. ANNUAL TOUR:

A. **Tour dates/locations for FY2000:** Tentative Korea dates are 3-17 June.

B. For individuals who turned in objective worksheets as required by COB of December UTA. Stop by Annual Tour bulletin board for a personnel roster of group and individual tour sign-ups. OPR: TSGT BERNAL

14. AWARDS AND DECORATIONS

There will be an Outstanding Semi-annual Board Meeting 18 Mar at 1330 in the Mental Health Conference Room. All board members must attend. Immediately following the board meeting, candidates for the honors will be interviewed starting at 1400. All candidates will be advised by mail when to report and type of uniform required.

OPR: MAJ PARKER

15. SUPPLY/LOGISTICS:

A. Base Individual Unit Support (IEU): Effective 12 October 1999, all requirements from IEU (Supply) will be purchased using IMPAC card must be used. The process is the same as getting uniform items from clothing sales. The only difference will be a letter is generated signed by the IMPAC card monitor (for us it will be MSgt Malone). The squadron individual receiving the equipment items will be responsible for bringing back the sales receipts for the cardholder statement. This point is emphasized heavily, the squadron individual receiving the equipment will be responsible for bringing back the sales receipt for the cardholder statement the day the purchase is made. If you can't find anyone in logistics or the admin section, put the receipt in MSgt Malone's V-file. Your assistance in making this program work smoothly will be most appreciated by all concerned.

OPR: TSGT RAMBARAM

B. Military Clothing Sales: Open A/B/C flights, Sat, 0900-1700 and Sunday 1100-1700 on a fair wear and tear (FWT) basis. Bring in old uniform items to Logistics for inspection. Be sure to remove all stripes, tapes and patches. Logistics will fill out and issue AF Form 656. Return copy of AF Form 656 to logistics. Use the 656 the month it is issued. Do not for any reason hold it longer than 30 days. Remember to coordinate all logistics requests with your section Supply Custodian.

SECTION	MANAGER	PRIMARY
SGD	Maj Caturay	TSgt Dragoslovich
SGPF	Col Jensen	Vacant
SGA	LTC Keller	TSgt Williams-Stansbury
SGN	Col Ayres	MSgt Ambrosini
SGH	Col Singler	TSgt Adams
SGF	Maj Lussier	TSgt Niedziela
SGHY	LTC Hawthorne	Vacant.
SGHR	SSgt Agamedi	Vacant
SGHL	CMSgt Schlick	SSgt Tillmannshofer
SGPB/ SGPM	SrA Richey	Vacant

D. AUDIOVISUAL EQUIPMENT – Contact Logistics
OPR: TSGT RAMBARAN

16. PUBLIC HEALTH:

A. MANDATORY HIV TESTING -This is a requirement for all unit personnel. It is the responsibility of each member to ensure this test is done. Documentation (test date and results) from civilian employment will be accepted. A letter will be placed in the V-files of individuals who are delinquent. Hours at DGMCLab are: Sat (0800-1000 and 1300-1500), Sun (0800-1000). Any questions please call Public Health at ext. 7-5464.

OPR: CMSGT SCHLICK

B. TUBERCULOSIS: TB skin testing is an ANNUAL requirement and is **mandatory** for all hospital employees. Test date and results are accepted from civilian employment and should be placed in Capt McFann's V-file. Most skin testing is accomplished during the annual tours. If you do an incremental or individual annual tour, you must get this test accomplished. TB skin testing can also be obtained from your local health department, or your private physician. Questions can be directed to ext. 7-5464.

OPR: PUBLIC HEALTH

C. IMMUNIZATIONS - The immunization clinic is open Saturday between 0800 - 1500. Yellow fever vaccine is given between 1030 - 1130 only. OPR: CAPT MCFANN

17. MWR/HEALTH PROMOTION ACTIVITIES:

UTA	Event
Sat, 18 Mar 00	Commander's Run 1500
	Pizzeria 1600
	Indoor Volleyball (new gym) 1600
	Bowling 1800
Sat, 15 Apr 00	Indoor Volleyball 1600
Sat, 15 Apr 00	Bowling 1800

A. Commander's Run: Meet at 1500, Sat, 18 Mar 00 on the road near Eucalyptus park for our First Annual Commander's Run. After the Run meet at the Pizzeria for some light refreshments. Put your running shoes on, and get a few miles under your belt for the Commander's Run this UTA.

B. Indoor Volleyball: We are also offering indoor volleyball after sign-out. It will be at the new gym.

C. Bowling again this month. Everyone is welcome. Heads up, though. The bowling alley is very crowded on Saturday nights. If you want to do the Colorama bowling, you must sign up before you can be included in that program. We got there about 1830 in February and were the last team to be able to sign up. So if you are interested in that program, probably should be there by 1800. It is a lot of fun. Or the other option is just straight bowling. Again, the Colorama bowling is \$11.00 for 3 games. Shoes are \$1.00. Not sure what the cost of regular bowling is per game. Will get that info before the UTA and let you know at Mini-CC on Sat morning. Either way come and bowl or come and cheer the bowlers on.

D. Year 2000: Our picnic is scheduled for June and will offer outdoor volleyball and games. The following months will include softball, indoor soccer, flag football, and indoor volleyball.

E. Talent Night: Anyone interested in seeing a Karaoke talent night happen? See Major Fong.

OPR: MAJ FONG

18. NURSING SERVICE:

A. Nurses Meeting: 0800, Sun, 19 Mar 00, Mental Health conference room. OPR: COL AYRES

B. STAFF DEVELOPMENT TEAM MEETING: 1500, Sat, 18 Mar 00. Staff Development Office, 2nd floor, Bldg 239. OPR: LTC STRINGER

C. Annual emergency video tapes and skills lab make-up: This is your last opportunity to accomplish this mandatory annual training. Please review the attached list to see if you are due for this training. The videotapes will be shown on Date/Time/Place TBA. The skills lab will be held on Sunday, 1300 hrs in the DGMC recovery room on the 3rd floor.

Lozano (tapes)

Campbell (Tapes)

Jones, K. (tapes)

Andreasen (tapes/lab)

Soffer (tapes/lab)

OPR: MSGT AMBROSINI

D. The 4N0 meeting will be held in the Mental Health waiting area on Sunday, 19 Mar 00, 0900 hrs. Time will be allotted for working in training records and supervisor/trainee meetings. OPR: CMSGT CURCHIN

E. Nursing in-service for nurses and technicians: EMT videotapes, Sunday, 19 Mar 00, 4th floor classroom from 1000-1200 and 1500 hrs.

OPR: LTCOL STRINGER/MSGT AMBROSINI

F. Sustainment training for technicians: Yes, it's that time again. We will accomplish our sustainment training requirements during the April UTA, and this will take both days of the UTA. This is mandatory for all 4N0s with a 5-skill level and above. NOTE: The DGMC TopSTAR program may be substituted for this training. TopSTAR is a two-week course that may be done on annual tour status (provided you have completed your CMRT and initial EMT-basic requirements). See MSgt Ambrosini for details and TopSTAR dates. OPR: MSGT AMBROSINI

19. OJT SECTION:

See Atch 3 - OJT Supplement.

20. TRANSPORTATION SAFETY

A. RAIN, RAIN, RAIN.....Winter has finally caught up with us. Wet weather and wet pavement can cause many difficult situations. Be sure to keep the following in mind.

1. Tires must have the proper amount of tread for the best traction.
2. Windshield wipers must be in good working condition in order to see.
3. Defrosters must be operable in order to see.

4. Do not make reckless turns, you are likely to lose traction.
5. Do not pull out in front of other drivers causing them to swerve and lose traction.
6. Leave yourself plenty of room to stop your vehicle in the event of an unexpected stop.

OPR: SSGT COLEMAN

B. There will be an ambulance training course 1000, Sun, 19 Mar 00, Dental Clinic parking lot. EMTs are required to attend for this annual training.

21. FEEDBACKS

A. Feedback dates are to be given to me with your information for the EPR/OPR that you are writing. If you have no feedback dates, then please provide a reason for feedback not being given. You must be specific as to the reason. The statement "Feedback not conducted prior to this EPR/OPR", will not fly anymore.

OPR: MRS. MORTEN

B. A new requirement has been assigned to us by HQ 349 MDG/CC. We have to track all feedbacks, so we are going to be on you like fleas on a dog. Thanks in advance for your cooperation. OPR: FULLTIME STAFF

22. DENTAL FOOTNOTES:

A. Are you flossing your teeth? Well, you should be – it is the single most valuable thing you can do to keep your teeth over your lifetime. It can help you prevent both cavities and gum disease. Floss comes in many different varieties – waxed/un-waxed, flavored/unflavored, thick/thin – choose your favorite and get to work! Wrap the floss around your middle fingers; control it with your thumbs and index fingers. Place it between two teeth. Wrap it slightly around one tooth, and move it up and down, going below the gums, scraping the soft deposits off the surface of the tooth. Continue until you have finished each tooth. It is so easy, you can do it while watching TV! So, next time your favorite program comes on – give your teeth a work out! OPR: MAJ HITCHCOCK

B. RESERVE DENTAL CARE POLICY

(1) Treatment for illnesses existing less than 12 hours preceding the UTA may be provided by the active duty ER for collocated units using locally established procedures for handling medical or dental emergencies. Following treatment, the reservists will then be referred back to a reserve medical/dental professional to determine his/her medical fitness to complete the UTA.

(2) Reservists determined not fit to complete the UTA will return to their commander with a recommendation from the reserve medical/dental professional that the member see his/her private health care provider. The member's profile need not be changed unless the medical/dental condition is considered medically disqualifying for continued military duty. OPR: HQ AFRC/SG

5-ATCHS

1-Master UTA Schedule	1-ea 349CH member
2-Nsg Clinical Schedule	1-ea Hq 349MDG
3-OJT Supplement	1-ea Det 1
4-DP Addendum	1-ea Det 2
5-Additional duty Listings	2-ea Quality Office
6-JOLDS Information	1-ea SGN Staff Dev
	1-ea 349AMW/PA
	1-ea Chief, Dental Srvs

DISTRIBUTION:

If you are late you must see:

Officers – Capt Pangelinan

Squadron Commander

Enlisted – CMSgt Saltivan

First Sergeant